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ABSTRACT

The librarians of the library/learning center at University of Wisconsin Parkside provide a description of their bibliographic instruction program. Instructional objectives are outlined in accordance with the needs of students, faculty, community, those with special needs, and staff. These objectives cover such areas as location of materials and equipment; the librarian as a resource; use of library catalogs, indexes, audiovisual materials, and equipment; use of microforms; use of basic references; bibliographic citations; and research techniques. There is a brief description of each of the programs: an orientation slide-tape, 30 small guides, a self-paced basic library skills workbook, advanced bibliographic instruction workbooks, an academic skills/general library instruction slide-tape, and the preparation of special course-integrated instruction. Objectives are detailed for all six of these programs. Evaluation procedures described involve informal feedback, pre- and post-tests, and student evaluation. The student evaluation form, a library skills test, a list of future projects, and data on program costs are included. (LS)

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University of Wisconsin-Parkside

Library/Learning Center

BIBLIOGRAPHIC INSTRUCTION PROGRAM

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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INTRODUCTION

The staff of the U.W.-Parkside Library/Learning Center recognizes that it is a responsibility of an academic library not only to support the teaching function of the university, but also to actively participate in that function. A basic responsibility of the Library/Learning Center is to instruct the community in the effective identification and use of information resources relevant to its needs and interests. Therefore, to meet recognized standards of library service, the Library/Learning Center provides a program of bibliographic instruction to its community (students, faculty, staff, and residents of the state of Wisconsin) as one of its major public services.

The bibliographic instruction program at Parkside is based upon the needs of the students, faculty, staff and residents of Wisconsin who use the facilities. Written objectives have been developed which identify the skills to be taught and which provide for the possibility of a meaningful evaluation of the efforts expended. The library budget provides for staff and materials devoted exclusively to the program. Equipment and facilities are obtained as the need for them is identified. Substantial resources have been invested in the program already.

The following report has been prepared to provide a comprehensive picture of the U.W.-Parkside Bibliographic Instruction Program. The following sections provide an in-depth view of the various segments of the program.

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INSTRUCTION OBJECTIVES

Bibliographic instruction at U.W.-Parkside is provided for students, faculty, staff and community residents who use or may need to use the LLC facilities. Instruction objectives have been developed for each group based upon the special needs of the group as identified or perceived by the library staff. The terminology used for writing the objectives is the same as the terminology used by the ACRL Bibliographic Instruction Task Force in its "Guidelines for Bibliographic Instruction in Academic Libraries."[1] Thus, T = terminal objective and E = enabling objective on the following pages. Where the U.W.-Parkside objectives differ in format from the ACRL guidelines is that objectives for each user community have been divided into levels of instruction. These levels are based upon user sophistication and thus, are progressive in nature.

The primary targets for this instruction are the undergraduate students enrolled at Parkside and thus the ultimate objective is:

> A student, by the time he or she completes a program of undergraduate studies, should be able to make efficient and effective use of the available library resources and personnel in the identification and procurement of materials to meet an information need. [2]

[1] "Toward Guidelines for Bibliographic Instruction in Academic Libraries" College and Research Libraries News v. 36, n. 3 (May 1975) pp. 137-139, 169-171.

[2] "Toward Guidelines for Bibliographic Instruction in Academic Libraries" College and Research Libraries News v. 36, n. 3 (May 1975) p. 139.

STUDENT INSTRUCTION OBJECTIVES

Level 1 (Orientation)

Terminal Objective 1:

The student will know how to locate the major library/learning center facilities and services.

E 1. Using a map and library signs, the student will be able to physically locate (go to) the following facilities:

a) Information Desk
b) Check-out Desk
c) Reserve Book Notebooks & Desk
d) Current periodicals Location Guide
e) Bound Periodical Shelves
f) Atlases
g) Pamphlet file
h) Special Collections Room
i) Microform Equipment
j) Rest rooms
k) Typing rooms
l) Archives and Area Research Center
m) Smoking rooms
n) Calculator room
o) Stairs
p) Elevator
q) Serials Print-out
r) Card Catalog
s) Photocopiers
t) Seminar rooms
u) Current Periodicals shelves
v) Autotutors (programs)
w) Serials Department office
x) Media Circulation counter
y) Media Equipment area

E 2. The student will be able to identify by using when needed the following services:

a) Telephone reference and regular reference service
b) Interlibrary Loan
c) Library guides
d) Library hours
e) Signs
f) Circulation privileges

E 3. Using maps and signs, the student will be able to locate (by going to) the following:

a) the correct floor for a given call number.
b) the correct floor for a current periodical.
c) the correct floor for the backfile of a periodical.
d) the correct floor for non-print materials.

Terminal Objective 2:

The student will understand that librarians are a part of the Library/ Learning Center resources and that the LLC is a useful place for research as well as study and recreational activities.

E 1. The student will identify librarians as helpful resources.

E 2. The student will identify library facilities as inviting areas for studying and information gathering for research, course-work or other more general purposes.

Terminal Objective 3:

The student will know the location of the major library/learning center special collections.

E 1. Using library signs and maps, the student will be able to locate (by going to) the following major collections:

a) LAC
b) LEL
c) ERIC fiche
d) ASI fiche
e) CIS fiche
f) Maps
g) Atlases
h) College catalogs
i) Indexes
j) Telephone books
k) Reference books
l) Government Publications
m) Non-print materials
n) Pamphlet file

Level II (Basic instruction students should know by the end of the 3rd semester.)

Terminal Objective 1:

The student can make effective use of a catalog card.

E 1. Given a catalog card, the student will identify the classification number regardless of whether it is located in the upper left hand corner, lower left hand corner or upper right hand corner.

E 2. Given a catalog card the student will identify the author, title, note, and subject tracings.

E 3. Given a catalog card, the student will identify whether the item is print or non-print.

Terminal Objective 2:

The student will know how to effectively and efficiently use the card catalog.

E 1. The student will identify the card catalog as the first place to look to locate books, audio-visual materials and archival materials owned by the Library/Learning Center.

E 2. The student will identify periodicals, government publications, and newspapers as materials <u>not</u> listed in the card catalog.

E 3. The student will utilize the author catalog to identify whether the Library owns a specific book or non-print item regardless whether or not the name used for access is:

a) a corporate body
b) a composer
c) an artist
d) a director
e) an actor
f) an author
g) a performing musician

E 4. Given a book title, the student will utilize the title catalog to:

a) identify whether the Library owns the title.
b) identify whether the title has been cataloged or not.

E 5. Given a subject heading, the student will list materials included in the card catalog under that heading.

Terminal Objective 3:

The student will be able to use the Library of Congress Subject Headings book.

E 1. Given a subject and using the Library of Congress Subject Headings book, the student will determine if the heading is used in the subject catalog.

E 2. Given a subject heading and using the Library of Congress Subject Headings book, the student will identify at least one related subject heading which is more specific and one subject heading which is more general in nature.

Terminal Objective 4:

The student can locate books and audio-visual materials listed in the Card Catalog.

E 1. Given a call number, the student will locate the book on the shelves. This will include books whose call numbers are prefaced with UW-Parkside location symbols.

E 2. Given a call number for a book which is not on the shelf, the student will use the correct procedures for determining what happened to the book.

E 3. Given a call number for an audio-visual item, the student will locate the item.

Terminal Objective 5:

The student will know how to identify and locate periodicals owned by the Library/Learning Center.

E 1. The student will identify the following information about the periodicals in the UW-Parkside Library/Learning Center using the Serials Print-out.

a) whether UW-Parkside owns the title.
b) which volumes are owned and which are incomplete.
c) where the backfiles are kept.
d) under what subject listing the current issues are filed.
e) whether the periodical or parts of it are on microfilm.

E 2. Given a periodical title and a specific issue which is owned by the Library, the student will correctly locate the periodical on the shelves.

Terminal Objective 6

The student will know how to use the basic indexes.

E1. Given the Reader's Guide, Humanities Index, Social Sciences Index or Social Sciences and Humanities Index and a specific subject, the student will identify the author, title, periodical, volume, issue (if appropriate), date, and pages of a specified article listed in a specified index volume.

E2. Given the Reader's Guide, Humanities Index, Social Sciences Index, or the Social Sciences and Humanities Index and the name of an author, the student will identify the title, periodical, volume, issue (where appropriate), date, and pages of a specified article listed in a specified index volume.

E3. Given a list of abbreviations, including periodical titles, commonly found in periodical citations in the Reader's Guide, Humanities Index, Social Sciences Index, or Social Sciences and Humanities Index, the student will identify the words or titles by using the list of abbreviations included in the front of the appropriate indexes.

E4. Given Essay and General Literature Index for a specified time period and a subject, the student will identify by writing the complete citation, one book which contains an essay on the subject.

E5. Given Essay and General Literature Index for a specific time period, an author, and an essay, the student will identify by writing the complete citation, a book which contains the essay.

E6. Given a specific subject and a year and the New York Times Index, the student will identify the date section (if applicable), column, and page of the article in the New York Times.

E7. Given a specific subject, city of interest, year, and Newsbank, the student will identify

a) the correct subject index

b) the fiche number

c) the column and row of a newspaper article

Terminal Objective 7

The student will know how to use the microformat and media equipment available in the Library/Learning Center.

E1. The student will correctly load a reel of film on any microfilm reader owned by the Library/Learning Center.

E2. The student will correctly load a microfiche card on any microfiche reader owned by the Library/Learning Center.

E3. The student will correctly load a microprint card on any microprint reader owned by the Library/Learning Center.

E4. The student will correctly load a microcard on any microcard reader owned by the Library/Learning Center.

E5. The student will correctly load and operate a 16 mm film projector.

E6. The student will correctly load and operate a video-tape playback unit.

E7. The student will correctly load and operate a video cassette playback unit.

E8. The student will correctly load and operate an audio-cassette player/recorder.

E9. The student will correctly load and operate a filmstrip/cassette viewer.

E10. The student will correctly operate a record player.

E11. The student will correctly load and operate a carousel projector.

Terminal Objective 8

The student will know how and when to use basic reference tools.

Encyclopedias

E1. Given the latest edition of the Encyclopaedia Britannica and a specific subject, the student will be able to locate the

a) short article in the Micropaedia (index for the Britannica),

b) the volume and page of the long article in the Macropaedia,

c) the volume and page numbers of references to the subject in other text articles.

E2. Given one of the following encyclopedias -- The Encyclopedia of Education, International Encyclopedia of the Social Sciences, McGraw-Hill Encyclopedia of Sciences and Technology, the Encyclopedia of

Philosophy, Grove's Dictionary of Music and Musicians, and the Encyclopedia of World Art, and a specific subject, the student will locate an article dealing with the subject by using the index and will locate a specific item in the bibliography.

Statistical Sources

E3. Given a subject, a date, and the American Statistics Index, the student will by using the index locate the microfiche number for a publication which contains statistics on the topic and will by using the abstract section locate the page number of the statistics in the publication.

E4. Given a subject and a specific volume of Statistical Abstracts, the student will use the index to locate the table containing the statistics and will identify a specific item on the table.

E5. Given a subject, a specific volume of the U.N. Statistical Yearbook, and a country, the student will locate the table which contains the statistical information and will identify a specific statistic.

Book Reviews

E6. Given the author, title and date of publication for a specific book, the student will identify by using Book Review Digest a specific periodical which contains a review of the book.

E7. Given the author, title, and date of publication for a specific book and the name of a periodical which contains a review of the book, the student will by using the Book Review Index identify the volume number and pages of the book review.

Biographies

E8. Given the name of a person, Biography Index and a specific year, the student will locate a periodical article dealing with the person's life and will identify the title, volume, and pages of the article.

E9. Given the name of a prominent American who lived before 1940, the student by using the Dictionary of American Biography will find an article and will identify a specific item in the bibliography.

E10. Given the name of an American who is or was prominent in the news, the student by using Current Biography will find an article on the person and will list the first item in the references section.

E11. Given the name of a person who can not be identified as to time period, country or occupation, the student will, by using the New Century Cyclopedia of Names, identify a specific bit of information about the person.

Terminal Objective 9

The student can plan and implement an efficient and effective search strategy.

E1. The student will identify and use an appropriate encyclopedia or general text for background information on his subject.

E2. The student will identify by using the Library of Congress Subject Headings book appropriate subject headings for his topic in the card catalog.

E3. The student will identify other books on a particular topic by using the subject tracings on catalog card to lead him to other subject headings.

E4. The student will by using only the card catalog identify books on a specific topic which have bibliographies.

E5. The student will identify relevant indexes to find information on his topic.

E6. The student will identify when appropriate statistical sources that are relevant to his topic.

E7. The student will consult a librarian or his instructor for assistance and suggestions when appropriate.

Terminal Objective 10

The student will know the elements of a complete bibliographic citation.

E1. Given a book, the student will list author, title, publisher, place and date.

E2. Given a periodical citation, the student will list the author, title, volume, issue number, page and date.

Level III (All objectives should be attained previous to graduation but by the middle of the Jr. year would be ideal.)

Terminal Objective 1

The student will know how information is organized in his own field of interest and how to use the major sources basic to the discipline.

E1. The student will identify for his discipline the purpose and types of the following and will demonstrate a mastery over selected major examples by answering questions out of each:

a) guides to the literature

b) reviews of the literature

c) subject dictionaries

d) subject encyclopedias

e) handbooks and manuals

f) yearbooks and annuals

g) statistical sources

h) bibliographies

i) abstracts

j) indexes

k) scholarly periodicals

l) atlases and gazetteers

m) Directories and Biographical Dictionaries

n) major monographic series

o) non-print materials

p) where appropriate, Local, State, National and International Government Publications and unpublished materials

Terminal Objective 2

The student will know how to use major reference tools basic to all fields.

E1. The student will identify a specific reference tool (encyclopedia, dictionary, bibliography, or index) in an unfamiliar field or subject using Winchell's Guide to Reference Books.

E2. The student will identify a periodical title (and the index or index(es) which covers it) in an unfamiliar field or subject using Magazines for Libraries.

E3. The student will list a specific number of book titles available in an unfamiliar field or subject by using a bibliography such as Bibliographic Index, Library of Congress, Books: Subjects, Subject Guide to Books in Print.

Terminal Objective 3

The student will know the correct bibliographic form for his discipline.

E1. The student will correctly and completely write a bibliographic citation and footnote according to the form or standard for his discipline.

Terminal Objective 4

The student will know how to judge the quality of various sources for a term paper.

E1. The student will distinguish between a primary and a secondary source.

E2. The student will distinguish between scholarly and general periodicals.

E3. Using only the publication, the student will judge the quality of the source by examining the qualifications of the author, the footnotes, the bibliography, the introduction, the copyright date, and any other relevant material present.

Terminal Objective 5

The student will know some of the specialized techniques for locating information on a topic.

E1. Using a secondary source, the student will use the bibliography to determine what items on the topic are available at U.W.-Parkside.

Terminal Objective 6

The student will know some basic time-saving research techniques.

E1. The student will compile a bibliography on 3" x 5" cards copying citations completely and in the correct bibliographic form directly from the reference sources, i.e. card catalog, indexes, etc.

E2. As the student is compiling a bibliography, he will keep a search record of subject headings, which reference sources were used, appropriate subject headings, etc.

FACULTY INSTRUCTION OBJECTIVES

Level 1

Terminal Objective 1:

Each faculty member will know how to locate the major library/ learning center facilities and services.

E 1. Using a map and library signs, the faculty will be able to physically locate (go to) the following facilities:

a) Information Desk
b) Check-out Desk
c) Reserve Book Notebooks & Desk
d) Current periodicals Location Guide
e) Bound Periodical Shelves
f) Atlases
g) Pamphlet file
h) Special Collections Room
i) Microform Equipment
j) Rest rooms
k) Typing rooms
l) Archives and Area Research Center
m) Smoking rooms
n) Calculator room
o) Stairs
p) Elevator
q) Serials Print-out
r) Card Catalog
s) Photocopiers
t) Seminar rooms
u) Current Periodicals shelves
v) Autotutors (programs)
w) Serials Department office
x) Media Circulation counter
y) Media Equipment area

E 2. Each faculty member will be able to identify by using when needed the following services:

a) Telephone reference and regular reference service
b) Interlibrary loan
c) Library guides
d) Supervision and Training of Student Research Assistants
e) Library Instruction
f) Book and Periodical Ordering
g) Faculty Carrels
h) Reserve Book Circulation
i) Faculty Circulation Privileges
j) Media Production
k) Signs
l) Library hours

E 3. Each faculty member will identify at least one librarian who can help answer LLC related questions and act as a resource person.

E 4. Using maps and signs, the faculty will be able to locate (by going to) the following:

a) the correct floor for a given call number.
b) the correct floor for a current periodical.
c) the correct floor for the backfile of a periodical.
d) the correct floor for non-print materials.

Terminal Objective 2

Each faculty member will know about the existence and location of major library/learning center special collections.

E 1. Using library signs and maps, the faculty will be able to locate (by going to) the following major collections:

a) LAC
b) LEL
c) ERIC fiche
d) ASI fiche
e) CIS fiche
f) Maps
g) Atlases
h) College catalogs
i) Indexes
j) Telephone books
k) Reference books
l) Government Publications
m) Non-print materials

Level II

Terminal Objective 1

Each faculty member will become acquainted with the specialized research tools in his field available at U.W.-Parkside

Terminal Objective 2

Each faculty member will know the major library research tools basic to all fields.

INSTRUCTION OBJECTIVES FOR COMMUNITY PATRONS

COMMUNITY

Level 1 (Orientation)

Terminal Objective 1:
The patron will know how to locate the major library/learning center facilities and services.

E 1. Using a map, the patron will be able to locate the following facilities:

a) microform equipment
b) typing rooms
c) current periodicals location
d) card catalog
e) serials print-out
f) rest rooms
g) smoking rooms
h) check-out desk
i) information desk
j) calculators
k) Archives and Area Research
l) photocopy equipment
m) stairs
n) elevators

E 2. The patron will be able to identify and use the following services offered by the library/learning center:

a) telephone reference service
b) circulation services
c) guides
d) library hours
e) professional duty hours
f) library instruction
g) signs
h) reference librarians

E 3. Using signs and a map, the patron to locate the following:

a) The correct floor for a given call number
b) The correct floor for a current periodical
c) The correct floor for the back file of a periodical

Terminal Objective 2

The patron will develop a warm, positive attitude about the library-learning center.

E 1. The patron will identify librarians as helpful resources.

E 2. The patron will identify library facilities as inviting areas for studying and information gathering for research, course-work or other more general purposes.

Terminal Objective 3

The patron will know how to locate the major library/learning center collections.

E 1. Using a map and the Location Symbol Sign, the patron will locate the following major collections:

a) LAC
b) LEL
c) ERIC Fiche
d) ASI Fiche
e) CIS Fiche
f) maps
g) atlases
h) college catalogs
i) indexes
j) telephone books
k) reference books
l) pamphlet file
m) government publications

Level 2 (Basic instruction)

Terminal Objective 1:
The patron will know how to effectively use the card catalog.

E 1. The patron will identify the card catalog as the first place to look to locate books, audio visual materials and archival materials owned by the Library.

E 2. The patron will identify periodicals, government publications and newspapers as materials not listed in the card catalog.

E 3. The patron will distinguish non-print from print materials listed in the card catalog.

E 4. The patron will utilize the author catalog to identify whether the library owns a specific book or non-print item regardless whether or not the name used for access is:

a) corporate body
b) composer
c) artist
d) director
e) actor
f) author
g) performing musician

E 5. The patron will utilize the title catalog to:

a) identify whether the U.W.-Parkside Library owns a specific title.
b) identify books that have been catalogued from those that are waiting to be catalogued.

E 6. The patron will determine those subject headings used in the U.W.-Parkside Library and will be able to locate the Library's book and media holdings on a specific subject.

Terminal Objective 2:
The patron will know how to locate materials listed in the card catalog.

E 1. The patron will identify the classification number on a catalog card regardless of its location, i.e., upper left hand corner, lower left corner, upper right hand corner.

E 2. Using its call number, the patron will correctly determine where a specific book is shelved including books whose call numbers are prefaced by U.W.-Parkside location symbol.

E 3. The patron will use the correct procedures for locating a book which is not on the shelves.

E 4. Using its call number, the patron will correctly determine the location of audio-visual materials.

Terminal Objective 3:
The patron will identify the following information about the periodicals owned by the library.

E 1. The patron will identify the following information about the periodicals in the U.W.-Parkside Library using the Serials Print-Out.

a) whether U.W.-Parkside owns the title.
b) which volumes are owned and which are incomplete.
c) where the backfiles are kept.
d) under what subject listing the current issues are filed.
e) whether the periodical or parts of it are on microfilm.

E 2. Given a periodical title which is owned by the Library, the patron will correctly locate the periodical on the shelves.

COMMUNITY GROUPS WITH SPECIFIC INFORMATIONAL NEEDS

Level I

Terminal Objectives

Patron will be able to:

a. Use the card catalog to locate specific books by author, title, and subject.

b. Use the LC subject headings list to locate alternative subject headings for specific topics.

c. Locate a specific book on the shelf.

d. Use the appropriate periodical index to locate specific information in periodicals.

e. Use the Serials Print-Out to find out whether Parkside owns a particular periodical.

f. Locate the periodicals back files in the Library/Learning Center.

g. Use an index to locate specific newspaper articles.

h. Use a specialized dictionary or encyclopedia to locate background material on a specific topic.

Level II

Terminal Objectives

Patron will be able to:

a. Develop a search strategy based on his informational needs.

b. Identify and use specialized reference tools to find information for his specific need.

STAFF OBJECTIVES

Level I

Terminal Objective:

The staff will know how to locate and use the major services and facilities of the Library/Learning Center.

E 1. The staff will be able to physically locate:

a) Information Desk
b) Check-out Desk
c) Reserve Book Notebooks & Desk
d) Current Periodicals Location Guide
e) Periodical Shelves
f) Atlases
g) Pamphlet Collection
h) Special Collections Room
i) Microform Equipment
j) Rest rooms
k) Typing rooms
l) Archives and Area Research Center
m) Smoking rooms
n) Calculator rooms
o) Stairs
p) Elevator
q) Serials Print-out
r) Card Catalog
s) Photocopiers
t) Seminar rooms
u) Current Periodicals shelves
v) Autotutors (programs)
w) Serials Department Office
x) Non-print Circulation counter
y) Non-print Equipment area

E 2. The staff will be able to use when needed:

a) Telephone reference and regular reference service
b) Interlibrary Loan
c) Signs
d) Circulation
e) Book return

Level II

Terminal Objective:

The staff will be able to use specialized reference tools which would help them do their jobs.

Level III

Terminal Objective:

The staff will be able to use specialized research materials in their particular area of personal educational interest.

INSTRUCTIONAL PROGRAMS

Currently, there are five major methods or programs of bibliographic instruction at Parkside. This section of the report presents the instruction objectives each is designed to meet. However, a brief description of each is necessary before going on.

Orientation Slide-Tape

This is a 10 minute program designed to promote good attitudes toward the Library/Learning Center and its staff. It also introduces some of the services and facilities available. The intended audience includes new students at Freshman Orientation, high school students, and community residents interested in knowing about the Library/Learning Center.

Guides

These are colorful two to four page printed materials designed to provide students with information when no librarian is available, and to supplement instruction when a librarian is working with a patron who has a particular need. At present, 30 exist and are prominently displayed in the area in front of the Library/Learning Center Information Desk. The titles include:

Check-out Information
Chemistry
Earth Science
Facts About the Library/Learning Center
How to Cite Non-Print Material
How to Cite Print Material in the Sciences
How to Cite Print Material in the Social Sciences & Humanities
How to Find Biographical Information
How to Find Book Reviews
How to Find Books
How to Find Information in the Sciences
How to Find Periodicals
How to Use the Card Catalog
Interlibrary Loan
Learning Center Facilities and Services Available to Faculty
Learning Center Hours
Library Facilities and Services Available to Faculty
Library Hours
Library Location Guide
Library of Congress Classification System

Life Science
Mathematics
Media Sources
Medical Technology
Microforms
Physics
Psychology
Student Information
U.S. Government Publications
Visitors Information

Basic Library Skills Workbook

A self-paced component of the American Language (freshman English) course at Parkside, this workbook is designed to teach basic library skills. There are twelve chapters in the workbook and each chapter has an assignment sheet to be completed by the student. Students purchase the workbook in the bookstore and library staff introduce and grade the assignments. Future university plans call for mastery of the material in the workbook by all university students by the end of their third semester at U.W.-Parkside.

Advanced Bibliographic Instruction Workbooks

These self-paced workbooks have been developed to build upon the skills taught by the Basic Library Skills Workbook. Each advanced workbook (three exist now) discusses the major types of reference sources available in the discipline under discussion (history, geography, or political science). Assignments are designed to teach students how to use the materials introduced. Usually the workbooks are included in a research methods course and one fourth to one third of the class time is turned over to a librarian.

Course Integrated

In some courses at U.W.-Parkside, assignments are given which require a familiarity with specialized library tools. In most cases, these tools have not been introduced to the students by one of the workbooks or the slide/tape programs. To meet these needs, library staff is available to prepare one or more sessions which instruct the student about the library tools they will need to use to successfully complete the course assignment. For these courses, bibliographies and transparencies are prepared. These materials are developed individually for the course.

Academic Skills/General Library Instruction Slide-Tape

This program is designed to help develop basic academic skills in reading, writing, math, comprehension, and study habits. Instruction in the fundamental uses of the Library/Learning Center is introduced during several class sessions. Assignments and handouts are provided to help students learn to use the materials and services mentioned. Future plans include a general instruction slide/tape which will be used in class. The librarian will be available to elaborate on the slide/tape presentation and/or to answer questions.

ORIENTATION SLIDE-TAPE
OBJECTIVES

Library instruction objectives that are met or in some form covered by the orientation slide-tape.

Terminal Objective 1:

The student will develop a warm, positive attitude about the Library/ Learning Center.

E 1. The student will identify librarians as helpful resources.

E 2. The student will identify library facilities as inviting areas for studying and information gathering for research, course-work or other more general purposes.

Terminal Objective 2:

The student or patron will be able to recognize the major Library/ Learning Center facilities and services.

E 1. After viewing the orientation slide-tape, the student or patron will recognize that the following major facilities are available in the Library/Learning Center:

a) Information Desk
b) Check-out Desk
c) Current periodicals Location Guide
d) Bound Periodical Shelves
e) Microform Equipment
f) Typing rooms
g) Archives and Area Research Center
h) Smoking rooms
i) Calculator room
j) Serials Print-out
k) Card Catalog
l) Photocopiers
m) Seminar rooms
n) Current Periodicals shelves
o) Autotutors (programs)
p) Non-print check-out desk
q) Media Equipment area
r) Media production area

E 2. The student or patron will recognize the following as services provided by the Library/Learning Center:

a) Library guides
b) Signs

E 3. The student or patron will know that the Information Desk is where he should go for assistance in using the major Library/Learning Center facilities and services.

Terminal Objective 3:

The student or patron will know that the Library/Learning Center is the repository of certain major types of collections.

E 1. After viewing the orientation slide-tape, the student or patron will recognize that the following major collections are available in the Library/Learning Center:

a) Maps
b) Indexes
c) Reference books
d) Non-print materials

E 2. The student or patron will know that the Information Desk is where he should go for assistance in using the major Library/Learning Center collections.

GUIDES
INSTRUCTION OBJECTIVES

STUDENT OBJECTIVES

Level I

Terminal Objective 1:

The student will be able to locate the major library-learning center facilities and services.

E 1. Using the Location guide and Self-guided tour, the student will be able to physically locate (go to) the following facilities:

a) Information Desk
b) Check-out Desk
c) Reserve Book Notebooks & Desk
d) Current Periodicals Location Guide
e) Periodical Shelves
f) Atlases
g) Pamphlet collection
h) Special Collections Room
i) Microform Equipment
j) Rest rooms
k) Typing rooms
l) Archives and Area Research Center
m) Smoking rooms
n) Calculator rooms
o) Stairs
p) Elevator
q) Serials Print-out
r) Card Catalog
s) Photocopiers
t) Seminar rooms
u) Current Periodicals shelves
v) Autotutors (programs)
w) Serials Department office
x) Non-print Circulation counter
y) Non-print Equipment area

E 2. Using the guides - Interlibrary Loan, Check-out Information, and Student Information, the student will be able to identify and effectively use the following services:

a) Telephone reference and regular reference service
b) Interlibrary Loan
c) Library hours
d) Signs
e) Circulation privileges
f) Book return

Terminal Objective 2

The student will develop a warm, positive attitude about the library-learning center.

E 1. The student will identify librarians as helpful resources.

E 2. The student will identify library facilities as inviting areas for studying and information gathering for research, course work or other more general purposes.

Terminal Objective 3

The student will know the location of major library/learning center special collections.

E 1. Using the guide - Location Guide, the student will be able to locate the following library-learning center major collections:

a) Indexes
b) Reference books
c) Non-print materials

Terminal Objective 4:

The student can make effective use of a catalog card.

E 1. Given the guide How to Use the Card Catalog, the student will identify the classification number regardless of whether it is located in the upper left hand corner, lower left hand corner or upper right hand corner.

E 2. Given the guide How to Use the Card Catalog, the student will identify the author, title, note, and subject tracings.

E 3. Given the guide How to Use the Card Catalog, the student will identify whether the item is print or non-print.

Terminal Objective 5:

The student will know how to effectively and efficiently use the card catalog.

E 1. The student will utilize the author catalog to identify whether the library-learning center owns a specific book or non-print item regardless whether or not the name used for access is:

a) a corporate body
b) a composer
c) an artist
d) a director
e) an actor
f) an author
g) a performing musician

by using the guides How to Use the Card Catalog and How to Find Books.

Level II

Terminal Objective 1

Using the guides - How to Cite Print Materials in the Social Sciences and Humanities, How to Cite Print Materials in the Sciences, and How to Cite Non-print Materials, the student will know the elements of a complete bibliographic and footnote citation.

Terminal Objective 2

Using the subject guides, the student will know the basic reference sources for finding information in his/her field.

FACULTY OBJECTIVES

Terminal Objective 1:

The faculty will be able to locate the facilities and services available to them in the library-learning center.

E 1. Using the guide Facilities and Services Available to Faculty, the faculty will be able to locate the following:

a) Information Desk
b) Check-out Desk
c) Reserve Book Notebooks & Desk
d) Current Periodicals Location Guide
e) Periodical Shelves
f) Atlases
g) Pamphlet collection
h) Special Collections Room
i) Microform Equipment
j) Rest rooms
k) Typing rooms
l) Archives and Area Research Center
m) Smoking rooms
n) Calculator rooms
o) Stairs
p) Elevator
q) Serials Print-out
r) Card Catalog
s) Photocopiers
t) Seminar rooms
u) Current Periodicals Shelves
v) Autotutors (programs)
w) Serials Department office
x) Non-print Circulation counter
y) Non-print Equipment area

E 2. Using the guides - Interlibrary Loan and Check-out Information the faculty will be able to effectively use the following services:

a) Interlibrary Loan
b) Circulation privileges
c) Library hours
d) Telephone reference and regular reference service
e) Book return
f) Reserve books

COMMUNITY OBJECTIVES

Terminal Objective 1:

The community patron will be able to locate and effectively use the facilities and services available to them by the library-learning center.

E 1. Using the guides - Visitors Information, Location Guide, and Check-out Information, the community patron will be able to locate the following:

a) Information Desk
b) Check-out Desk
c) Reserve Book Notebooks & Desk
d) Current Periodicals Location Guide
e) Periodical Shelves
f) Atlases
g) Pamphlet collection
h) Special Collections Room
i) Microform Equipment
j) Rest rooms
k) Typing rooms
l) Archives and Area Research Center
m) Smoking rooms
n) Calculator rooms
o) Stairs
p) Elevator
q) Serials Print-out
r) Card Catalog
s) Photocopiers
t) Seminar rooms
u) Current Periodicals shelves
v) Autotutors (programs)
w) Serials Department office
x) Non-print Circulation counter
y) Non-print Equipment area

E 2. Using the guides - Visitors Information, Location Guide, and Check-out Information, the community patron will be able to effectively use the following services:

a) Circulation privileges
b) Library hours
c) Telephone reference and regular reference service

WORKBOOK
INSTRUCTION OBJECTIVES

STUDENTS

Level I (Orientation)

Terminal Objective 1:

The student will know how to locate the major library/learning center facilities and services.

E 1. Using a map and library signs, the student will be able to physically locate (go to) the following facilities:

a) Information Desk
b) Check-out Desk
c) Reserve Book Notebooks & Desk
d) Current periodicals Location Guide
e) Bound Periodical Shelves
f) Atlases
g) Pamphlet file
h) Special Collections Room
i) Microform Equipment
j) Rest rooms
k) Typing rooms
l) Archives and Area Research Center
m) Smoking rooms
n) Calculator room
o) Stairs
p) Elevator
q) Serials Print-out
r) Card Catalog
s) Photocopiers
t) Seminar rooms
u) Current Periodicals shelves
v) Autotutors (programs)
w) Serials Department Office
x) Media Circulation counter
y) Media Equipment Area

E 2. Student will identify reference librarians as helpful resources.

E 3. Using maps and signs, the student will be able to locate (by going to) the following:

a) the correct floor for a given call number.
b) the correct floor for a current periodical.
c) the correct floor for the backfile of a periodical.
d) the correct floor for non-print materials.

Level II (Basic Instruction - By End of 3rd Semester)

Terminal Objective 1:

The student can make effective use of a catalog card.

E 1. Given a catalog card, the student will identify the classification number regardless of whether it is located in the upper left hand corner, lower left hand corner or upper right hand corner.

E 2. Given a catalog card the student will identify the author, title, note, and subject tracings.

E 3. Given a catalog card, the student will identify whether the item is print or non-print.

Terminal Objective 2:

The student will know how to effectively and efficiently use the card catalog.

E 1. The student will identify the card catalog as the first place to look to locate books, audio-visual materials and archival materials owned by the Library.

E 2. The student will identify periodicals, government publications, and newspapers as materials not listed in the card catalog.

E 3. The student will utilize the author catalog to identify whether the Library owns a specific book or non-print item regardless whether or not the name used for access is:

a) a corporate body
b) a composer
c) an artist
d) a director
e) an actor
f) an author
g) a performing musician

E 4. Given a book title, the student will utilize the title catalog to:

a) identify whether the Library owns the title.
b) identify whether the title has been cataloged or not.

E 5. Given a subject heading, the student will list materials included in the card catalog under that heading.

Terminal Objective 3:

The student will be able to use the Library of Congress Subject Headings book.

E 1. Given a subject and using the Library of Congress Subject Headings book, the student will determine if the heading is used in the subject catalog.

E 2. Given a subject heading and using the Library of Congress Subject Headings book, the student will identify at least one related subject heading which is more specific and one subject heading which is more general in nature.

Terminal Objective 4:

The student can locate books and audio-visual materials listed in the Card Catalog.

E 1. Given a call number, the student will locate the book on the shelves. This will include books whose call numbers are prefaced with UW-Parkside location symbols.

E 2. Given a call number for a book which is not on the shelf, the student will use the correct procedures for determining what happened to the book.

E 3. Given a call number for an audio-visual item, the student will locate the item.

Terminal Objective 5:

The student will know how to identify and locate periodicals owned by the Library/Learning Center.

E 1. The student will identify the following information about the periodicals in the UW-Parkside Library using the Serials Print-Out.

a) whether UW-Parkside owns the title.
b) which volumes are owned and which are incomplete.
c) where the backfiles are kept.
d) under what subject listing the current issues are filed.
e) whether the periodical or parts of it are on microfilm.

E 2. Given a periodical title and a specific issue which is owned by the Library, the student will correctly locate the periodical on the shelves.

Terminal Objective 6

The student will know how to use the basic indexes.

E 1. Given the Reader's Guide, Humanities Index, Social Sciences Index or Social Sciences and Humanities Index and a specific subject, the student will identify the author, title, periodical, volume, issue (if appropriate), date, and pages of a specified article listed in a specified index volume.

E 2. Given the Reader's Guide, Humanities Index, Social Sciences Index, or the Social Sciences and Humanities Index and the name of an author, the student will identify the title, periodical, volume, issue (where approriate), date, and pages of a specified article listed in a specified index volume.

E 3. Given a list of abbreviations, including periodical titles, commonly found in periodical citations in the Reader's Guide, Humanities Index, Social Sciences Index, or Social Sciences and Humanities Index, the student will identify the words or titles by using the list of abbreviations included in the front of the appropriate indexes.

E 4. Given Essay and General Literature Index for a specified time period and a subject, the student will identify by writing the complete citation, one book which contains an essay on the subject.

E 5. Given Essay and General Literature Index for a specific time period, an author, and an essay, the student will identify by writing the complete citation, a book which contains the essay.

E 6. Given Essay and General Literature Index for a specified time period, and a subject, the student will identify a book which contains an essay on the subject and will determine whether the Parkside Library owns the book by writing the call number.

E 7. Given a specific subject and a year and the New York Times Index, the student will identify the date section (if applicable), column, and page of the article in the New York Times.

E 8. Given a specific subject, city of interest, year, and NewsBank, the student will identify:

a) the correct subject index

b) the fiche number

c) the column and row of a newspaper article

Terminal Objective 7

The student will know how to use the microformat and media equipment available in the Library/Learning Center.

E 1. The student will correctly load a reel of film on any microfilm reader owned by the Library.

E 2. The student will correctly load a microfiche card on any microfiche reader owned by the Library.

Terminal Objective 8

The student will know how and when to use basic reference tools.

Encyclopedias

E 1. Given the latest edition of the Encyclopaedia Britannica and a specific subject, the student will be able to locate the:

a) short article in the Micropaedia (index for the Britannica),

b) the volume and page of the long article in the Macropaedia.

c) the volume and page numbers of references to the subject in other text articles.

E 2. Given one of the following encyclopedias -- The Encyclopedia of Education, International Encyclopedia of the Social Sciences, Mc-Graw-Hill Encyclopedia of Sciences and Technology, the Encyclopedia of Philosophy, Grove's Dictionary of Music and Musicians, and the Encyclopedia of World Art, and a specific subject, the student will locate an article dealing with the subject by using the index and will locate a specific item in the bibliography.

Statistical Sources

E 3. Given a subject, a date, and the American Statistics Index, the student will by using the index locate the microfiche number for a publication which contains statistics on the topic and will by using the abstract section locate the page number of the statistics in the publication.

E 4. Given a subject and a specific volume of Statistical Abstracts, the student will use the index to locate the table containing the statistics and will identify a specific item on the table.

E 5. Given a subject, a specific volume of the U.N. Statistical Yearbook, and a country, the student will locate the table which contains the statistical information and will identify a specific statistic.

Book Reviews

E 6. Given the author, title and date of publication for a specific book, the student will identify by using Book Review Digest a specific periodical which contains a review of the book.

E 7. Given the author, title, and date of publication for a specific book and the name of a periodical which contains a review of the book, the student will by using the Book Review Index identify the volume number and pages of the book review.

Biographies

E 8. Given the name of a person, Biography Index and a specific year, the student will locate a periodical article dealing with the person's life and will identify the title, volume, and pages of the article.

E 9. Given the name of a prominent American who lived before 1940, the student by using the Dictionary of American Biography will find an article and will identify a specific item in the bibliography.

E 10. Given the name of an American who is or was prominent in the news, the student by using Current Biography will find an article on the person and will list the first item in the reference section.

E 11. Given the name of a person who can not be identified as to time period, country or occupation, the student will, by using the New Century Cyclopedia of Names, identify a specific bit of information about the person.

Terminal Objective 9

The student can plan and implement an efficient and effective search strategy.

E 1. The student will identify and use an appropriate encyclopedia or general text for background information on his/her subject.

E 2. The student will identify by using the Library of Congress Subject Headings book appropriate subject headings for his/her topic in the card catalog.

E 3. The student will identify relevant indexes to find information on his/her topic.

E 4. The student will identify when appropriate statistical sources that are relevant to his/her topic.

E 5. The student will consult a librarian or his instructor for assistance and suggestions when appropriate.

Terminal Objective 10

The student will know the elements of a complete bibliographic citation.

E 1. Given a book, the student will list author, title, publisher, place and date.

E 2. Given a periodical citation, the student will list the author, title, volume, issue number, page and date.

ADVANCED BIBLIOGRAPHIC WORKBOOKS

Students Reached: Those who major in History, Political Science or Geography.

Objectives Addressed:

Currently:

Level III

Terminal Objective 1

The student will know how information is organized in his own field of interest and how to use the major sources basic to the discipline.

E1. The student will identify for his discipline the purpose and types of the following and will demonstrate a mastery over selected major examples by answering questions out of each:

a) guides to the literature

b) reviews of the literature

c) subject dictionaries

d) subject encyclopedias

e) handbooks and manuals

f) yearbooks and annuals

g) statistical sources

h) bibliographies

i) abstracts

j) indexes

k) scholarly periodicals

l) Local, State, National and International Government Publications

m) atlases and gazetteers

n) directories and biographical dictionaries

Terminal Objective 2

The student will know how to use major reference tools basic to all fields.

E1. The student will identify a specific reference tool (encyclopedia, dictionary, bibliography, or index) in an unfamiliar field or subject using Winchell's Guide to Reference Books.

E2. The student will identify a periodical title (and the index or index(es) which covers it) in an unfamiliar field or subject using Magazines for Libraries.

E3. The student will list a specific number of book titles available in an unfamiliar field or subject by using a bibliography such as Bibliographic Index, Library of Congress, Books: Subjects.

Terminal Objective 3

The student will know how to judge the quality of various sources for a term paper.

E1. The student will distinguish between a primary and a secondary source.

E2. The student will distinguish between scholarly and general periodicals.

E3. Using only the publication, the student will judge the quality of the source by examining the qualifications of the author, the footnotes, the bibliography, the introduction, the copyright date, and any other relevant material present.

Terminal Objective 4

The student will know some of the specialized techniques for locating information on a topic.

E1. The student will identify other books on a particular topic by using the subject tracings on catalog card to lead him to other subject headings.

E2. The student will by using only the card catalog identify books on a specific topic which have bibliographies.

E3. Using a secondary source, the student will use the bibliography to determine what items on the topic are available at U.W.-Parkside.

Terminal Objective 5

The student will know some basic time-saving research techniques.

E1. The student will compile a bibliography on 3" x 5" cards copying citations completely and in the correct bibliographic form directly from the reference sources, i.e. card catalog, indexes, etc.

E2. The student will compile a bibliography and will keep a search record or diary.

Will Add:

Terminal Objective 6

The student will know how information is organized in his own field of interest and how to use the major sources basic to the discipline.

E1. The student will identify for his discipline the purpose and types of the following and will demonstrate a mastery over selected major examples by answering questions out of each:

o) major monographic series

Terminal Objective 7

The student will know the correct bibliographic form for his discipline.

E1. The student will correctly and completely write a bibliographic citation and footnote according to the form or standard for his discipline.

COURSE-INTEGRATED INSTRUCTION OBJECTIVES

Audience: Students in courses which have a library related assignment.

Level I

Terminal Objectives

Student will be able to:

a. Use the card catalog to locate specific books by author, title, and subject.

b. Use the LC subject headings list to locate alternative subject headings for specific topics.

c. Locate a specific book on the shelf.

d. Use the appropriate periodical index to locate specific information in periodicals.

e. Use the Serials Print-Out to find out whether Parkside owns a particular periodical.

f. Locate the periodicals back files in the Library.

g. Use an index to locate specific newspaper articles.

h. Use a specialized dictionary or encyclopedia to locate background material on a specific topic.

Level II

Terminal Objectives

Student will be able to:

a. Develop a search strategy based on his informational needs.

b. Identify and use specialized reference tools to find information for his specific need.

ACADEMIC SKILLS/GENERAL LIBRARY INSTRUCTION PROGRAM
INSTRUCTION OBJECTIVES

STUDENT OBJECTIVES

Terminal Objective 1:

The student will be able to locate the major Library facilities, services and collections on a map or by physically going to the area.

a) The student will be able to locate the following facilities:

1) Check-out Desk (print materials)
2) Information Desk
3) Card Catalog
4) Microform Equipment
5) Photocopy Equipment
6) Stairs
7) Elevators
8) Calculators
9) Serials Print-out
10) Typing Rooms
11) Current Periodicals Location Guide
12) Reserve Book Section
13) Rest Rooms
14) Smoking Room
15) Archives
16) Check-out Desk (non-print materials)

b) The student will be able to identify the following services offered by the Library/Learning Center:

1) Circulation Services
2) Guides
3) Library Hours
4) Signs
5) Interlibrary Loan
6) Professional Duty Hours
7) Library Instruction

c) The student will be able to locate the following:

1) The correct floor for a given call number.
2) The correct floor for a current periodical.
3) The correct floor for the back file of a periodical.

d) The student will be able to locate the following major collections:

1) Reference Books
2) Indexes
3) Non-Print Materials
4) Telephone Books
5) Current Newspapers

Terminal Objective 2:

The student will know how to effectively use the card catalog:

a) The student will identify the card catalog as the first place to look to locate books and audiovisual materials.

b) The student will be able to distinguish non-print from print materials included in the card catalog.

c) The student will be able to utilize the author catalog to identify whether the library owns a specific book or non-print item regardless whether or not the name used for access is:

1) a corporate body
2) a composer
3) an artist
4) a director
5) an actor
6) an author
7) a performing musician

d) The student will be able to utilize the title card catalog to:

1) identify whether the U.W.-Parkside Library owns a specific title.

e) The student will be able to determine those subject headings used in the U.W.-Parkside Library/Learning Center.

Terminal Objective 3:

The student can locate books and audio-visual materials listed in the card catalog.

a) The student will be able to identify the classification number on a card catalog regardless of its location, i.e., upper left hand corner, lower left hand corner, upper right hand corner.

b) Using its call number, the student will be able to correctly determine where a specific book is shelved including books whose call number are prefaced by U.W.-Parkside location symbol.

c) The student will be able to use the correct procedures for locating a book which is not on the shelves.

d) Using its call number, the student will correctly determine the location of audiovisual materials.

Terminal Objective 4:

The student will be able to correctly use the Reader's Guide to Periodical Literature and be able to identify the specific parts of a citation.

a) The student will know how to identify the:

1) Title of an article
2) Author of an article
3) Volume of the periodical
4) Pages/Pagination of the periodical
5) Date of the periodical
6) Title of the periodical

b) The student will be able to find the full title of the periodical.

Terminal Objective 5:

The student will know how to identify and locate periodicals owned by the library/learning center.

a) The student will be able to identify the following information about the periodicals in the U.W.-Parkside Library using the Serials Print-out.

1) Whether U.W.-Parkside owns the title.
2) Which volumes are owned and which are incomplete.
3) Where the backfiles are kept.
4) Under what subject listing the current issues are filed.
5) Whether the periodical or parts of it are on microfilm.

Terminal Objective 6:

The student will develop a warm, positive attitude about the Library/ Learning Center.

a) The student will identify librarians as helpful resources.

b) The student will identify library facilities as inviting areas for studying and information gathering for research, course-work or other more general purposes.

EVALUATION

Evaluation of the U.W.-Parkside instruction program takes several forms. Informal evaluation, particularly of the in-class instruction, comes through discussion with faculty and students. This type of feedback can be very valuable if an effort is made to solicit it. It is useful at Parkside becuase of the excellent relationships librarians enjoy with faculty.

On a more formal level, most of the evaluation efforts have been concentrated in the American Language program. Each student fills out an evaluation sheet at the end of the semester (see p. 47). The evaluation sheet emphasizes feelings and attitudes about the program. For evaluation of learning, a skills test is used (see p. 48). Most American Language classes take this test after they have completed the workbook. The test has been used as a pre-test, but not extensively. During the fall semester test results showed that the average post-test score was 40.39 out of 50 compared to 33.04 for the pre-test, making the average increase over 7 points or about 22.3%. The test is in its second edition and is still being revised to make it more satisfactory.

In some American Language classes, the bibliographies of the required term papers have been examined to see how students used the sources they were introduced to in the workbook. This method of evaluation has given encouraging results but has proven hard to standardize. Some work is being done to see how these bibliographies correlate with the skills test results.

In some upper division classes students wrote diaries of their research projects which were then examined by the librarian and used to help evaluate the bibliographies gathered by the students for their research assignments. Although the intent of writing the diaries and the examination of the bibliographies was to help the students produce a better term paper, they also helped the librarian evaluate the instruction sessions and the exercises used in each class. While this method has much promise,

it has been the experience of the staff that extremely careful instructions must be given the students or the diaries are meaningless. Also students are hesitant to write diaries because they consider them busy work. The staff is now working on a guide which the students will fill in as opposed to writing a narrative.

During the 1975-76 school year, the instruction program reached 1,909 individual students and community patrons out of a total student population of 5,500. In addition seven tours were given to community groups reaching 213. Thirty-two American Language classes out of 39 classes offered, participated in the Basic Skills Workbook program and 72 other classes were taught in fields such as personnel management, accounting, life science, political science, anthropology, history, geology, geography, and psychology.

Future plans include validating the skills test so that it might be used as the basic method of evaluation for the American Language program. The University has initiated a requirement that students meet certain standards in English, communication, mathematics, and library skills by the end of their third semester.

BASIC LIBRARY SKILLS
Student Evaluation

On a scale from 1 to 5, 1 being "not at all", 3 being "sort of" and 5 being "very much", indicate the one which reflects your feelings.

	Not at All		Sort Of		Very Much
1. Do you feel more confident in using the following:					
a. Author-title Catalog	1	2	3	4	5
b. Subject Catalog	1	2	3	4	5
c. Reference Materials (Dictionaries, Encyclopedias, Statistical Sources)	1	2	3	4	5
d. Periodical Indexes (Magazines & Newspapers)	1	2	3	4	5
e. Serials Print-out	1	2	3	4	5
f. Microform Equipment	1	2	3	4	5
g. Book Review Sources	1	2	3	4	5
h. Biographical Sources	1	2	3	4	5
i. U.S. Government Documents	1	2	3	4	5
2. Did the workbook help you do a better job on your American Language term paper or class assignments?	1	2	3	4	5
3. Did the skills you learned doing the workbook, help you in any other classes this semester?	1	2	3	4	5
4. Do you think the library information and skills taught by the workbook will be useful in the future?	1	2	3	4	5
5. Do you feel more comfortable about asking librarians questions?	1	2	3	4	5
6. Was the workbook easy to understand?	1	2	3	4	5
7. Are you able to now locate the services and facilities of the Library?	1	2	3	4	5

8. How would you improve the workbook? (Use reverse side if more space is needed.)

University of Wisconsin-Parkside

Library Skill

A. To find a book in our library you must be able to make use of the information on a catalog card.

The following questions are designed to test your ability to use the card catalog effectively.

FOL.
HF
1455
B33
1964

Bauer, Raymond Augustine, 1916–
American business and public policy; the politics of foreign trade [by] Raymond A. Bauer, Ithiel de Sola Pool, & Lewis Anthony Dexter. Foreword by Max F. Millikan. New York, Atherton Press, 1964 [c1963]

xxvii, 499 p., illus. 24 cm. (The Atherton Press political science series)

Bibliographical footnotes.

1. U. S. — Commercial policy. 2. Pressure groups — Case studies. 3. Lobbying—Case studies. 4. Industry and state—U. S. I. Title.

HF1455.B33 1964 337.9173 63-8171 rev

Library of Congress [6413]

1. The author of the above book is:

   a. Richard White
   b. Max F. Millikan
   c. Raymond Augustine Bauer
   d. James Baxter

2. The call number is:

   a. 337.9173
   b. 63-8171 rev
   c. FOL. HF 1455 B33 1964
   d. xxvii, 499p. illus. 24 cm.

3. There will be another card for this book in the title section of the card catalog under its title beginning with the word:

   a. Politics
   b. Bauer
   c. American
   d. Folio

4. Which of the following would you not look under in the subject catalog to find the above book?

   a. U.S. - Commercial policy
   b. Pressure groups - Case studies
   c. Lobbying - Case studies
   d. American business

5. The note on the catalog card is:

   a. Foreword by Max F. Millikan
   b. The Atherton Press political science series
   c. xxvii, 499 p. illus. 24 cm.
   d. Bibliographical footnotes

B. Shelving Information

In Column I below are Library of Congress call numbers arranged in sequence exactly as the books they represent are arranged on the library shelves. Indicate the letter in Column II where each additional book should be placed.

Column I

1. F
   369
   C562

2. F
   369.1
   A634

3. F
   369.1
   C472

4. F
   370.1
   A519

5. F
   370.1
   A927

6. F
   370.15
   C236

7. F
   370.15
   C358

8. F
   370.15
   C791

9. F
   370.15
   C942

10. F
    371
    H754

Column II

6. A book with the call number F 369.1 B443 would be placed on the shelf:

   a. before 1
   b. between 1 and 2
   c. between 2 and 3
   d. between 3 and 4

7. A book with the call number F 370.1 A52 would be placed on the shelf:

   a. between 3 and 4
   b. between 4 and 5
   c. between 5 and 6
   d. between 6 and 7

8. A book with the call number F 370 A568 would be placed on the shelf:

   a. between 3 and 4
   b. between 4 and 5
   c. between 5 and 6
   d. between 6 and 7

9. A book with the call number F 370.15 C275 would be placed on the shelf:

   a. between 6 and 7
   b. between 7 and 8
   c. between 8 and 9
   d. between 9 and 10

C. Since U.W.-Parkside uses the Library of Congress subject headings, you must be able to use the book, Library of Congress Subject Headings.

The following exercise is designed to test your ability to find subject headings used in the Library's subject catalog.

City sounds
sa Waterfront sounds
x Cities and towns—Sounds
City and town life—Sounds
xx Sounds
City surveying
See Surveying
City traffic *(Direct)*
sa Pedestrians
Traffic noise
x Street traffic
Traffic, City
Urban traffic
xx Communication and traffic
Streets
Traffic engineering
Traffic surveys
Urban transportation

10. The subject heading used in the card catalog in the above example is:

    a. Traffic noise
    b. Urban traffic
    c. City traffic
    d. Streets

11. Which heading would lead you to the usually more specific material on the topic City traffic?

    a. Street traffic
    b. Streets
    c. Surveying
    d. Pedestrians

12. Which of the following is a subject heading not used in the card catalog?

    a. Urban traffic
    b. Pedestrians
    c. Streets
    d. City traffic

13. Which is a more general term to look under for more information?

    a. Traffic engineering
    b. Street traffic
    c. Traffic noise
    d. Surveying

14. The subject heading used for City surveying is:

    a. Sounds
    b. City sounds
    c. City traffic
    d. Surveying

D. In order to find magazine articles through the standard indexes you must first know how to use their information. In order to demonstrate your familiarity with them, examine the following excerpt and answer the questions.

MEMORY
Blessings of forgetfulness. Chr Today 17:24 Je 22 '73
Memory and hibernation in citellus lateralis. M. C. McNamara and M. L. Riedesel; reply with rejoinder, T. M. Alloway. bibliog il Science 181 85-7 Jl 6 '73
Memory disruption by electrical stimulation of substantia n'gra, pars compacta. A. Routtenberg and N. Holsman. bibliog il Science 181 83-6 Jl 6 '73
See also
Recall (psychology)
Recognition (psychology)

15. To determine the complete title of the periodical which has the article "Blessings of forgetfulness", one would use:

    a. The U.W.-Parkside Serials Print-out
    b. The front of the index you are using
    c. The card catalog
    d. A dictionary

16. The date of the article is:

    a. January 22, 1973
    b. June 22, 1973
    c. June 17, 1973
    d. July 22, 1973

17. On what page will you find this article?

    a. 17
    b. 24
    c. 22
    d. 73

18. In which volume of the periodical would you find this article?

    a. 24
    b. 17
    c. 1724
    d. 22

E. To determine whether U.W.-Parkside Library owns a particular volume of a periodical, you must be able to use the Serials Print-out. Using this excerpt of the print-out, answer the following questions:

JOURNAL OF COMPOSITE MATERIALS
U.W. PARKSIDE HOLDINGS:
WKENU VOL. 1: (2-3): 4 TO DATE 1967 TO DATE
LOC. CALL NUMBER SUBJECT INDEX
PER. TA
STATUS FREQ. COUNTRY LANGUAGES ISSN
A UNITED STATES 0021-9983

JOURNAL OF COMPUTATIONAL PHYSICS
U.W. PARKSIDE HOLDINGS:
WKENU VOL. 14 TO DATE 1974 TO DATE
LOC. CALL NUMBER SUBJECT INDEX
PER. QC
STATUS FREQ. COUNTRY LANGUAGES ISSN
A

JOURNAL OF CONFLICT RESOLUTION
U.W. PARKSIDE HOLDINGS:
WKENU VOL. 1 TO DATE 1957 TO DATE
LOC. CALL NUMBER SUBJECT INDEX
PER. JX H
STATUS FREQ. COUNTRY LANGUAGES ISSN
A UNITED STATES 0022-0027

19. Which volumes of Journal of Computational Physics does Parkside own?

a. only volumes 14 to date
b. volumes 1-4
c. all volumes
d. none

20. Where is the backfile (all issues but the latest two) of the Journal of Conflict Resolution located in the Library?

a. on the periodicals shelves under J
b. with books on the subject
c. on the periodical shelves under C
d. on the periodical shelves under R

21. Where will the latest two issues of Journal of Computational Physics be found?

a. with all the other issues
b. in current periodicals under J
c. in current periodicals under P
d. in current periodicals under QC

22. Which volumes of Journal of Composite Materials are incomplete in the holdings of the Parkside Library?

a. 4
b. 2 and 3
c. none
d. all

F. Reference books are designed primarily to give an immediate answer to a given question, without a great deal of elaboration. The following exercise is designed to test your knowledge of some of the most commonly used reference sources.

23. Where would you find the current address of a prominent American?

a. Statistical Abstract of the United States
b. Who's Who in America
c. Biography Index
d. Webster's Biographical Dictionary

24. You are looking for a pamphlet on the subject of retirement. Which one of the following indexes would you consult?

a. Reader's Guide to Periodical Literature
b. Social Sciences and Humanities Index
c. Public Affairs Information Service. Bulletin
d. New York Times Index

25. To find a list of critical sources about a currently popular American author you might consult:

a. Contemporary Authors
b. Dictionary of American Biography
c. Who's Who in America
d. Webster's Biographical Dictionary

FLAHERTY, JOE. Chez Joey; the world of Joe Flaherty; introd. by Wilfrid Sheed. 229p $7.95 '74 Coward, McCann, & Geoghegan

818
SBN 698-10573-7 LC 73-88540

A collection of articles originally published in the Village Voice and other periodicals during the years 1971 to 1973. . . . He also recalls Flaherty's [illegible] motivation and those events that led to his journalistic career. The articles focus on [illegible], a bit of politics, and [illegible] city life, including Flaherty's personal experiences." (Library J)

"This collection of short pieces . . . is irreverent, witty, and wildly sarcastic. Like other books of newspaper and magazine items, it has the quality of something that was very timely a year ago. This book will be read by Flaherty fans and might be purchased by libraries maintaining full collections on journalism or contemporary social history. No index."
Choice 11:1156 O '74 70w

a b c d

The above citation is from Book Review Digest. Identify the lettered items.

53

26. The length of the review :

a.
b.
c.
d.

27. The volume of the periodical in which the review appeared:

a.
b.
c.
d.

28. The page on which the review appeared:

a.
b.
c.
d.

29. The micropaedia section of the Encyclopaedia Britannica:

a. is an overview of the encyclopedia
b. contains long articles on topics
c. contains short articles and serves as an index to the rest of the encyclopedia
d. contains extensive bibliographies

LARRICK, Nancy - Somebody Turned On A Tap In These Kids /
PW - v199 - Mr 1 '71 - p50
LARRICK, Nancy - Somebody Turned On A Tap In These Kids /
SR - v54 - Ag 21 '71 - p26
LARRIS, Alan - People Are Like Lollipops / KR - v39 - Ap 1 '71 - p357
LARRIS, Alan - People Are Like Lollipops / LJ - v96 - My 15 '71 - p1798
LARSEN, Bent - Larsen's Selected Games Of Chess 1948-69 /
TLS - Ap 2 '71 - p405

a b c d

In the above citation from Book Review Index identify the lettered items.

30. The page on which the review appeared:

a.
b.
c.
d.

31. The name of the periodical in which the review appeared:

a.
b.
c.
d.

32. The volume of the periodical in which the review appeared:

a.
b.
c.
d.

G. United States government publications contain a great deal of valuable information. In order to find government publications in our library, you must be able to use the Monthly Catalog of United States Government Publications. The following exercise is designed to test your ability to use the Monthly Catalog.

This excerpt is from the index to the Monthly Catalog.

Gossett, Terrence D., quadratic performance index for VTOL aircraft reference attitude control system, 6304
Government
Government supported research, international affairs 7206
our American government, what is it? how does it function? questions and answers, 6210
reform, President's proposals (address), 6150
State-local finances and suggested legislation 5913
Government contracts
AEC research contracts in life sciences, 6069
code of Federal regulations, 6584
contractors' operations, application of should cost concept in reviews, GAO report, 6636
final report specifications for grant, contract, and in-house projects supported by Water Quality Office, 7398
National Highway Safety Bureau, contract research reports, 7085

33. In the index section, the number at the end of each citation refers to:

a. the page number in the main section of the catalog
b. the number of items on that subject
c. the entry number in the catalog
d. the classification number of the item

This excerpt is from the main section of the Monthly Catalog. Use it to answer the following questions.

ADVISORY COMMISSION ON INTERGOVERNMENTAL RELATIONS
Washington, DC 20575

5912 Advisory Commission on Intergovernmental Relations, 12th annual report: Jan. 31, 1971. [1971.] vi+25 p. 8" (M-59.) [Title on cover is: Federal, State, local federalism in 1970. Text on p. 2 of cover.] † ● Item 1049-D
L.C. card 62-62329 Y 3.Ad 9/8: 1/971

5913 State-local finances and suggested legislation, 1971 edition, Dec. 1970 [published 1971]. xii+329 p. il. 8" (M-57.) * Paper, $2.50. ● Item 1049-D
L.C. card 76-611262 Y 3.Ad 9/8: 2 F 49/3

55

34. What government agency issued 5913?

a. Advisory Commission on Intergovernmental Relations
b. L. C. card 76-611262
c. Washington, D.C.
d. Item 1049-D

35. The call number or Superintendent of Documents number of this publication is:

a. 1049-D
b. Y3.Ad9/8:2F49/3
c. M-57
d. 76-611262

36. Government publications in the U.W.-Parkside Library are arranged:

a. by the Library of Congress classification
b. alphabetically by title
c. by size
d. by the Superintendent of Documents classification system

In Column I below are Superintendent of Documents call numbers arranged in sequence exactly as the government publications they represent are arranged on the library shelves. Indicate the letter in Column II where each additional publication should be placed.

Column I

1. C55.2:C63
2. C55.302:Se1/2
3. C55.309/2:6725
4. C55.423:971
5. C56.202:D26
6. C56.209/2:974/3
7. C56.252/3:972/20
8. C57.2:Se6
9. CS1.2:C81/3
10. CS1.2:Ex2

Column II

37. A publication with the call number C55.2:N21/2 would be placed on the shelf:

    a. before 1
    b. between 1 and 2
    c. between 2 and 3
    d. between 3 and 4

38. A publication with the call number C55.421/4:976 would be placed on the shelf:

    a. between 2 and 3
    b. between 3 and 4
    c. between 4 and 5
    d. between 5 and 6

39. A publication with the call number C56.212/6:St2 would be placed on the shelf:

    a. between 4 and 5
    b. between 5 and 6
    c. between 6 and 7
    d. between 7 and 8

40. A publication with the call number CS1.60:J72 would be placed on the shelf:

    a. between 7 and 8
    b. between 8 and 9
    c. between 9 and 10
    d. after 10

H. Newspapers contain much information on a wide variety of topics. In order to use the material available in newspapers, you must be able to use the indexes which are available for some of the more important newspapers. An example of this type of index is The New York Times Index.

AUTOMOBILE Racing

US Auto Club on Jan 2 releases statistics on '72 auto racing season; M Donohue is leading USAC money winner ($244,748); other statistics noted, Ja 3,32:3

J S Radosta comments on prospects for '73 NASCAR auto racing season, which opens on Jan 21, Ja 7,V,6:1

Natl Motorsports Press Assn on Jan 15 names B Allison as outstanding auto racing driver of '72, Ja 16,47:7

J S Radosta article examines future of auto racing; illus, Ja 21,V,10:1

US Auto Club, meeting on Jan 21 in Indianapolis, declines to take any action on proposals to ban use of rear-engine cars at club races; other action noted, Ja 22,22:1; US Auto Club on Jan 23 names M Hiss as rookie of '72 in club's champ div; por, Ja 24,:0:1

Investigators begin probe into fire at Riverside, Calif, Internatl Speedway on Jan 23 that destroyed M Donohue's $100,000 formula A racing car, Ja 25,46:2

T Binford, pres of Auto Competition Com of US, describes efforts to plan auto race where both Grand Prix and Indianapolis cars can compete together; differences in engines noted, F 4,V,1:8

Fire destroys car to be driven by M Donohue in Sports Car Club of Amer's L&M Champ for '73; now Donohue can travel on championship circuit of US Auto Club; rivalry between USAC and SCCA for Donohue appearances noted, F 7,22:6

NY Times writer J S Radosta wins 1st prize on Feb 17 in '72 Permatex writing competition for motorsports reporting; awarded for his description of modified stock car racing published in April, F 18,V,11:1

Race driver R Petty, only man ever to win 4 Grand Natl auto racing champs, comments on beginning of '73 Grand Natl competition, F 18,V,11:3

41. On what date did an article appear about fire destroying a car to be driven by M. Donahue?

a. February 22
b. February 18
c. February 6
d. February 7

42. In the article about M. Donahue, 22:6 refers to:

a. page and column
b. volume and number
c. issue and page
d. volume and page

43. Under each heading, articles are arranged:

a. alphabetically
b. chronologically, i.e., by the date of the article
c. in no special order.
d. from general to specific.

I. Previous sections of this exercise are designed to test your basic skill in using the Library and its tools. However, there are several points of information about U.W.-Parkside that are different from other libraries. The following section is designed to test your ability to find materials in the Parkside Library.

44. Older issues of periodicals in the U.W.-Parkside Library are shelved:

a. in alphabetical order
b. by the Library of Congress classification system
c. by the Superintendent of Documents classification system
d. by size

45. The card catalog at the U.W.-Parkside Library is divided into:

a. 3 sections
b. 5 sections
c. 2 sections
d. 4 sections

46. The red band at the top of a catalog card means:

a. the item is about sex
b. the item is discarded after one year
c. the item is a periodical
d. the item is non-print

47. Maps are located:

a. on the D1 level of the Library
b. in the Learning Center
c. on Level 2 of the Library
d. behind the Check-out Desk

48. FOL. is used by the Library to tell the user:

a. what color a book is
b. where a book is located in the Library
c. the level of reading difficulty
d. the subject matter of the book

49. Periodicals on microfilm are stored:

a. on the periodical shelves alphabetically by title
b. on shelves in the microfilm room alphabetically by title
c. on the main floor next to the microform readers
d. with current newspapers

50. Newspapers on microfilm are stored:

a. on the periodical shelves, alphabetically by title
b. in the microfilm room, alphabetically by title
c. on the main floor next to the microform readers
d. with current newspapers

FUTURE PLANS

1. More Advanced Workbooks

   Science (Life Science Seminars)
   Advanced Composition
   Business Management
   Engineering
   Education
   Social Sciences ? (Economics, Sociology, Anthropology)

2. More Guides

   Social Science Disciplines
   Humanities Disciplines
   Education
   Self-Guided Tour

3. Academic Skills/Library Advanced Slide-tape Program

4. Additional Course-Related Contacts

   Business
   Science

5. Additional Evaluation Tools and Refinement of the Basic Library Skills Test

COST OF PROGRAM

FISCAL YEAR
1975-76

Personnel

1	FTE Professional	$ 13,216.25
.37	FTE Clerk-Typist	2,558.00
.5	FTE Professional	3,329.56
.35	FTE Student Typist	1,989.00
	TOTAL PERSONNEL COSTS	$ 21,092.81*

Materials

10,800	sheets bond paper	1.50/500 sheets	$ 32.40
725	dittos	4.50/100	32.63
7,350	guides (average cost)	.002 each	14.70
7,350	offset copies	.01 each	73.50
5,000	Xerox copies	.03 each	150.00
800	transparencies	.25 each	200.00
	TOTAL MATERIALS COST		$ 503.23

TOTAL COST PERSONNEL AND MATERIALS $ 21,596.04

*For 1976-77, the Library has assigned a .5 FTE Clerk-Typist to work exclusively with the program.

EQUIPMENT USED:

1 Thermofax for Transparencies

1 Dual pitch IBM Typewriter

1 I.A.V. Synchronized Sound/Slide Recording and Playback Machine

1 Overhead Projector

1 Screen (10 foot)

1 Guide Rack (Holds 36 8 1/2 x 11 titles)

FACILITIES

1 Classroom in Library/Learning Center with Desks

(75 student capacity)